Job Description

Job title	Teaching Assistant Level 1 (2 positions)
Responsible to	Headteacher
Hours of work	31.67 hours per week
Type of contract	Fixed term until 31 March 2027 pending a review of funding
Salary	NJC Band C (Point 3-4)
Base	Forefield Community Infant and Nursery School

Job Purpose
To provide support for small groups or 1-1 pupils in school this will also include working with and supervising individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of PE and sports activities general care and basic classroom management techniques.

Role and responsibilities

1. Main duties and responsibilities
Support for the Pupil
• Establish good working relationships with pupils, acting as a role model
• Be aware of and respond appropriately to individual pupil needs. For any named pupil (eg if providing 1:1 support), this will include responding to physical and health needs on a regular basis during the course of the day.
• Promote inclusion and acceptance of all pupils
• Encourage pupils to interact with others and engage in activities led by the teacher
• Encourage pupils to act independently as appropriate
Support for the Teacher
• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)
• Assist with the display of children's work
• Prepare classroom as directed for lessons and clear afterwards
• Report pupil achievements, progress and issues as appropriate in agreed format.
• Undertake pupil record keeping as requested. For a named pupil, this may include the upkeep of a home-school diary.
• Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format

- Gather/report basic information from/to parents/carers as directed

Support for the Curriculum

- Prepare and maintain equipment and resources as directed
- Assist pupils in the use of appropriate resources within appropriate lesson plan

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development
Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions
The post holder is also required to
• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.
Endorsement
This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Teaching Assistant Level 1

Category	Essential/ desirable
Qualifications and Training	
• Level 1 or above Teaching Assistant / Childcare Qualification.	E
• Minimum 2 years' experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance.	D
• Above within an educational setting.	D
• Willingness to participate in relevant training and development opportunities.	E
• Training in literacy/Mathematics/Phonics	D
• Training in special educational needs strategies	D
• Willingness to undertake appointed person certificate in first aid administration	D
Knowledge and Understanding	
• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range)	E
• General Awareness of inclusion, especially within a school setting.	E
• Experience of supporting children with specific barriers to learning within the EYFS.	D
• Understanding of child development.	D
• Experience of resource preparation to support learning programmes.	D
• Effective use of ICT to support learning.	E
• Understanding of other basic technology – video, photocopier.	D
Skills	
• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E
• Ability to build effective working relationships with all pupils and colleagues.	E
• Ability to promote a positive ethos and role model positive attributes.	E
• Good personal numeracy and literacy skills.	E
Personal and Professional qualities	
Must be able to demonstrate the following:	
• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	E

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Qualifications and Training	
• Level 1 or above Teaching Assistant / Childcare Qualification.	E
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• Above within an educational setting.	D
• Willingness to participate in relevant training and development opportunities.	E
• Training in literacy/Mathematics/Phonics	D
• Training in special educational needs strategies	D
• Willingness to undertake appointed person certificate in first aid administration	D
Knowledge and Understanding	
• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range)	E
• General Awareness of inclusion, especially within a school setting.	E
• Experience of supporting children with specific barriers to learning within the EYFS.	D
• Understanding of child development.	D
• Experience of resource preparation to support learning programmes.	D
• Effective use of ICT to support learning.	E
• Understanding of other basic technology – video, photocopier.	D
Skills	
• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E
• Demonstrate and promote the positive value, attitudes and behavior they expect from the pupils whom they work.	E
• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.	E
• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E
• Able to improve their own practice through observations, evaluation and discussion with colleagues.	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.